

National Interagency Prescribed Fire Training Center

Excellence in Prescribed Fire

3250 Capital Circle SW • Tallahassee, FL 32310
1-877/223-2198 • 850/521-2080
850/521-2081 (fax)
<http://fire.r9.fws.gov/pftc>

DETAIL OPPORTUNITY

FIELD COORDINATOR POSITION

2001 Sessions

Application Period Extended until September 15, 2000

Training Session Dates:

No. of Coordinators Needed

January 8 - January 30, 2001	6
February 5 - February 27, 2001	6
March 5 - March 27, 2001	2
April 9 - May 1, 2001	2
May 29 - June 20, 2001	2

Mission Statement:

To maintain a national interagency center of excellence for prescribed fire, with an emphasis on actual field experience, in order to increase skills and knowledge and to build confidence in the application of prescribed fire.

Introduction:

Planning is currently underway for the 2001 Sessions of the National Interagency Prescribed Fire Training Center (PFTC) in Tallahassee, Florida. There is a need for detailers to work with the Center for a **23-day** period. The detailer will serve as field coordinator, handling coordination between the trainees, the training center, and the various agencies that will host the prescribed burns. The field coordinator will be with a group of six attendees day and night for most of their stay, and must be able to answer questions on technical aspects of prescribed burning as well as handle logistical arrangements with a government credit card. Due to this, prescribed fire experience is required (Southeastern desirable) as is qualification as RxB II. Both office and fieldwork will be required; each field coordinator must bring a laptop. (**Applications from disciplines other than fire management are strongly encouraged**). Individuals will remain at their current grade. Payment of salary, travel, and overtime costs may be paid by the PFTC and will be negotiated with the sending agency.

Cooperators:

*Florida Division of Forestry • Florida Water Management Districts • Tall Timbers Research Station
The Nature Conservancy-Florida State Parks • U.S. Forest Service • U.S. Fish & Wildlife Service
National Park Service • U.S. Department of Defense*

Major Duties:

- 1) Serves as primary liaison between a group of six trainees and the hosting agency FMO or manager.
- 2) Serves as primary liaison between a group of six trainees and the PFTC. Expected to make pre-session contact with the trainees assigned.
- 3) Coordinates daily movement of six trainees between various agencies.
- 4) Assists PFTC Administrator in providing logistical support for trainees.
- 5) Provides advice on technical aspects of prescribed burns and various prescribed burning techniques and equipment.
- 6) Coordinates and tracks completion of prescribed fire task books by trainees. Ensure completed tasks are signed off by the appropriate agency personnel on the particular burn.
- 7) Resolves problems or refers them to the Center Coordinator.
- 8) Receives feedback from all parties to the Center and ensures documentation of such.
- 9) Assists Director and Administrator in closeout documentation and provides performance rating to be forwarded to trainees home unit.

Knowledge, Skills and Abilities:

- 1) Knowledge of ecological benefits of prescribed fire (Florida ecosystems desirable).
- 2) Knowledge of ground and aerial ignition methods and techniques.
- 3) Ability to work with different agencies and individuals.
- 4) Knowledge of procurement regulations. **Must have purchasing authority** and credit card.
- 5) Skill in dealing with crews in a field environment. Ability to supervise diverse individuals.
- 6) Ability to navigate a spreadsheet program on a laptop. Must bring laptop computer.

Other Expectations:

The field coordinators will be a determining factor of how successful the PFTC is. Field coordinators need to be flexible, productive and efficient individuals who can respond to rapidly changing conditions. Actual duty location may change weekly or daily and may be anywhere within the state of Florida or in neighboring states. Lodging may be in bunkhouses, cabins motels. Some night and weekend work will be required. The main reason for having the field coordinator position is to facilitate a quality experience for the attendees assigned to them and for the units hosting them. The positions are challenging and often viewed as opportunities for personal and organizational improvement. These positions are logistical and support in nature. Duties strongly parallel those of a crew rep (CREP) or Interagency Resource Representative (IARR or IARR(T)).

How to Apply:

Submit a **brief** summary of prescribed fire experience and current prescribed fire qualifications along with a short narrative response to the KSA's listed above. Response to each KSA should be **no more** than 1/3 page. **Also** attach NWCG Interagency training form (Part 1) and the PFTC application. Do not submit an SF171.

Applications should be received by PFTC by September 15, 2000. Faxed applications will be accepted up to this date. If mailed, postmark must be no later than September 15, 2000.

Notification of selection will be made in October.

